

INCOME AND EXPENSE SUMMARY PAGE INSTRUCTIONS

GENERAL INSTRUCTIONS

1. Property for which a report must be filed:

All property which is rented or leased, including commercial, retail, industrial and residential property EXCEPT "such property used solely for residential purposes, containing not more than six dwelling units and in which the owner resides," (12-63b C.G.S.). If a non-residential property is partially rented and partially owner-occupied, this report must be filed.

Each summary page should reflect information for a single property, for one (1) year indicated at the top of the reporting sheet. If you own more than one rental property, a separate report must be filed for each property in this jurisdiction.

2. How to File:

An "Income and Expense Report Summary Page" and the appropriate Income Schedule must be completed for each rental property. Income Schedule A must be filed for Apartment rental property, and Schedule B must be filed for all other rental properties including, but not limited to, Office Buildings, Retail Stores, Shopping Centers, Mixed-Use Properties, Industrial, and Warehouses.

Under EXPENSES, list total amounts on lines provided, excluding depreciation which is not a pertinent expense for the purposes of this report.

Sign and date the forms. (Keep a copy for your records.)

This information will be held **CONFIDENTIAL. ANY INFORMATION RELATED TO THE ACTUAL RENTAL AND RENTAL RELATED INCOME AND OPERATING EXPENSES SHALL NOT BE A PUBLIC RECORD AND IS NOT SUBJECT TO THE PROVISIONS OF SECTION 1-19 (FREEDOM OF INFORMATION), OF THE CONNECTICUT GENERAL STATUTES.**

A computer print-out will be accepted in lieu of Schedule A or B if it contains ALL the required information.

Report only those expenses related to real property and NOT to the business conducted. For example, inventory costs, payroll expenses, maintenance on equipment used in the business should be excluded. Also, personal property taxes related to such business must not be reported as an expense.

INCOME

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| Items 9-16 | Enter potential annual rents for all rental units as if 100% occupied and collected. |
| Item 17 | Enter additional income received from washer/dryer, vending machine or vending machine commissions, etc. |
| Item 18 | Enter sum of items 9 through 17. |
| Item 19 | Enter amount of income loss due to vacancy and uncollectible rents. |
| Item 20 | Subtract line 19 from line 18. Enter amount on 20. |

EXPENSES

- Item 21 Enter amount spent for heating/air conditioning provided by owner.
- Item 22 Enter amount spent on electricity: electric heat, hall lights, outside lights, and common area lighting provided by owner.
- Item 23 Enter any other utility expenses provided by owner. Note type of utility service provided on dotted line.
- Item 24 Enter payroll expenses: janitor, superintendent, and any maintenance personnel, including payroll taxes and workmen's compensation. EXCLUDE management fees of professional agency, repairs and decorating expenses.
- Item 25 Enter cost of supplies necessary to the operation of the building: such as cleaning supplies, etc., but DO NOT include furniture or office-related items.
- Item 26 Enter cost of services of private, off-site management agency or management fees.
- Item 27 Annual insurance premium for fire, liability, and extended coverage for the real property.
- Item 28 Expenses for common area ground maintenance. This includes snow removal, trash removal and parking lot maintenance.
- Item 29 Enter expenses for building maintenance including salaries of maintenance personnel, maintenance contracts, and annual repairs. (Remodeling and renovation expenses are not to be entered on this line, but must be entered on line 40.)
- Item 30 Enter leasing fees, commission, advertising costs, etc., incurred in obtaining tenants and building occupants.
- Item 31 Enter fees of lawyer and/or accountant for services relating to property (not for business conducted in building).
- Item 32 Enter expenses incurred for elevator/escalator service and maintenance.
- Items 33-36 Enter amounts for other services required to operate facility. Itemize and identify the expenses in spaces provided.
- Item 37 Enter amount of expense incurred to provide security: guards, cameras, gates, etc.
- Item 38 Enter sum of amounts on line 21 through 37.
- Item 39 Subtract amount on line 38 from amount on line 20. Enter amount.
- Item 40 Enter cost of major repairs, replacements, remodeling and/or renovation expenses.
- Item 41 Enter real estate property tax for property.
- Item 42 Enter mortgage payments, including principal and interest.